



Richard E. Constable, III
Chairman

Anthony L. Marchetta
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 10/9/14

CLOSING DATE: 10/16/14

JOB TITLE: Legal Research Analyst/OPRA Custodian I
RANGE: (R13)
DIVISION: Regulatory Affairs
FL STATUS: Exempt ☒ Non-Exempt ☐
UNION STATUS: Professional Unit ☐ Administrative Unit ☐ Non-Union ☒
EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Serve as HMFA Open Public Records Act (OPRA) Custodian; coordinate and provide responses to requesters, consult with Attorney General's Office as appropriate on related legal issues including matters of a Confidential nature and related other duties. Draft and promulgate regulations for the New Jersey Administrative Code, including relevant public notice and comment requirements. Provide litigation support for Attorney General's office and assist with answering interrogatories and related matters on litigation handled by outside counsel. Draft and review contracts and other documents. Perform research and draft memoranda. Complete assignments based on sound principles and accurate understanding of HMFA policies, regulations and procedures. Review and analyze Agency legal issues, including, but not limited to those involving Multi-family rental housing loans and coordinate multi-family troubled project workouts and special projects. Process requests by sponsors to use residual receipts and DCE (Development Cost Escrow), CDE (Community Development Escrow) or PSR (Project Subsidy Reserve) funds. As needed, coordinate and process approvals and closings of transfers of ownership involving HMFA-financed projects, mortgage prepayments, and other Regulatory Affairs transactions. Resolve issues between HMFA staff and DAG's office to complete requests. Prepares Requests for Board action and present to HMFA Board as required. Perform related duties and complete special projects as required.

MINIMUM REQUIREMENTS

EDUCATION / EXPERIENCE:

Four (4) year college degree; and five (5) years of relevant experience or an equivalent combination of education and experience that meets the required knowledge, skills and abilities. Juris Doctorate preferred. Experience as OPRA Custodian preferred. Admission to New Jersey Bar preferred. A valid driver's license in the state in which the person resides is required only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the

SKILLS:

Knowledge of OPRA law and procedures and regulation promulgation process. General knowledge of real estate documents and closing procedures, including municipal land use, construction requirements, and title requirements. General knowledge of litigation practice, HMFA administrative policies, government funding programs and legal research methods and procedures. Ability to communicate effectively, both orally and in writing, to accomplish multiple assignments simultaneously. Ability to draft in legally proficient manner and format, to prepare accurate, concise and informative reports, and to perform financial calculations related to real estate transactions.

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: hrjobs@njhmfa.state.nj.us

THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS. NJHMFA PROVIDES EQUAL EMPLOYMENT OPPORTUNITY TO BOTH INDIVIDUALS WITH VETERAN STATUS AND INDIVIDUALS WITH DISABILITIES.